

Bob Holden
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Jack Dothage
Interim Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: December 21, 2004
RE: SAM II Financial Vendor Policy & Procedures

The SAM II Financial Policy & Procedures and Coding Instructions listed below have been updated to include the notifications distributed through the samii-fin distribution list through Wednesday, December 15, 2004 regarding the statewide vendor file. Please refer to these policy & procedures when assistance is needed regarding the statewide vendor file.

The notifications that are related to the statewide vendor file through Wednesday, December 15, 2004 posted on the SAM II Financial web site under Bulletins/Customer Service will be removed from the web site in January.

Thank you for your continued cooperation. Please distribute this information to all appropriate staff in your agency. If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator may contact the Division of Accounting, Agency Customer Service Coordinators Desk for assistance.

Policy & Procedures:
Vendor Activities L

Coding Instructions:
Vendor (1 of 3) (VEN2)
Vendor (2 of 3) (VEN3)
Vendor (3 of 3) (VEN4)
Vendor Index (VEND)
Vendor Indicator (VENI)
Vendor Name Inquiry (VNAME)
Vendor Text (VTEXT)
Vendor Zip Code Inquiry (VZIP)
All Vendors By Taxpayer ID Inquiry (VTIN)

MK:VH:CN:cn